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FILE

Personnel 5

DD/S 68-3642

18 JUL 1968

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training

SUBJECT : Career Management

1. You will recall that in the Deputy Director for Support's Staff Meeting of 2 July 1968, he mentioned that a report on this subject would be prepared for submission to the Executive Director-Comptroller.

2. In certain areas of the study we need definitive current information with respect to your policies and procedures. We solicit your responses to the attached questions in order that we may have the benefit of your thoughts and policies in these areas. Some of the questions may not be specifically applicable to your Career Service; in these cases we would appreciate your noting this fact.

3. I would appreciate receiving your response by close of business 25 July 1968 in order to meet the directorate deadline. If clarification of any of the questions is desired, please contact or the under-

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25X1

Special Assistant to the
Deputy Director for Support

Att

SA-DD/S:RBW:dlk (18 Jul 68)

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GROUP 1
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QUESTIONS:

Career Board/Panel:

1. What is the composition of your Career Board/Panel?
2. How often does your Career Board/Panel meet?
3. What matters are considered to be in the purview of your Career Board?
4. What role does the Career Board/Panel fill? - advisory? - decisive?

Career Planning:

1. What form does career planning for individuals take in your Career Service?
2. To what extent has your Career Service told careerists of its plans for their development?
3. What use is made of individual career plans?
4. What procedures are followed in advising employees of their next assignment?

Career Management:

1. Briefly explain your selection processes for --
 - a. Promotion
 - b. External training, including Senior Schools.
 - c. Internal training - Midcareer and other courses.
2. Do you have a policy on intra-Support Career Service rotation?
3. In planning rotation to Career Service - designated positions outside of your central office, what process is followed in selecting candidates?
4. Explain your system, if any, for identifying promising employees ("comers"). What grade levels are involved?
5. After identification, how are the careers of "comers" managed?

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Statistics:

1. For FY 1968:

- How many of your Career Service changed designations to another Career Service? (Please list number and Career Service involved)
- How many transfers were accepted into your Career Service? (Please list number and Career Service from which employee transferred)
- How many of your careerists rotated to positions outside of your component?

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